



DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE MCGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA

MAR 08 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity - Dix Policy Memorandum #20 - Installation Annual Military and Civilian of the Year Awards Policy


1. This memorandum supersedes Installation command Policy Memorandum #37 - Installation Annual Military and Civilian of the Year Awards Policy dated 22 July 2009.
2. APPLICABILITY: The procedures below are applicable to all personnel assigned/attached to and/or under the operational control of Army Support Activity (ASA) - Dix.
3. POLICY: It is the ASA - Dix Commander's policy to recognize outstanding military and civilian service annually. The annual installation military and civilian awards recognizes ASA - Dix personnel who, in the daily performance of their assigned duties, stand out as model workers among their peers, and represent the ideals and values of the Department of the Army. Four awards-one for Civilian Supervisor of the year, Civilian Employee of the year, Soldier of the year and NCO of the year will be presented each year at the annual ASA - Dix Holiday Party.
 - a. Award eligibility: Any individual, at any rank or grade, employed by, working for, or assigned to ASA - Dix is eligible to receive one of these awards.
 - b. Award selection criteria: To be considered for this award the accomplishment of the employee must be notably significant and must demonstrate positive contributions to the mission and the goals of the Department of the Army during the award consideration period.
 - c. Award consideration period. The award consideration period is one year beginning 1 Oct and ending 30 Sep.
4. PROCEDURES:
 - a. Any supervisor or employee may nominate personnel at any level for these special awards. Directorates will send their nominations to CPAC for civilians or the installation CSM for military not later than 60 days prior to the ASA - Dix Holiday Party. These nominations will be screened to ensure they include a complete nomination packet. CPAC and the Installation CSM will appoint their respective panels to evaluate the nominations. The panel will recommend award winners and submit to the ASA - Dix Commander for final approval 30 days prior to the ASA - Dix Holiday Party.

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- b. The selection process will ensure full and equitable consideration for all personnel.
 - c. Nominations for this award will be forwarded to the respective offices and must contain the following:
 - (1) Full name of nominee, current position, title, rank/grade, organization address, point of contact, telephone number, and a brief biography and career history.
 - (2) A statement (no more than one page) describing specifically how the nominee fully meets the award selection criteria and the reason why this employee embodies the Army Values and Ideals more than any other. The justification should include specific examples of what the employee did to make ASA - Dix a success. The statement should characterize how the individual acted as a positive change agent for ASA- Dix. It should address the nominee's impact on ASA Dix's mission, operations, goals, objectives, and strategies during the award consideration period. Nominees will be evaluated using the attached enclosure.
5. If you have any questions regarding civilian employee awards please contact CPAC@ (609) 562-2200. For military awards contact ASA – Dix CSM @ (609) 562-2557.

Encl
Military & Civilian Awards Worksheet


PATRICK J. SLOWEY
COL, IN
Commanding

DISTRIBUTION:

* Evaluation Panel * Army Support Activity (ASA) - Dix Annual Installation Military & Civilian Awards Worksheet					
1. Name:			2. Award Being Considered For:		
3. Current Position:			4. Organization		
4. Board member evaluation and points awarded					
AREAS OF EVALUATION	Average (1-7)	Above Average (8-13)	Excellent (14-19)	Outstanding (20-25)	Total Points
a. Nominee's contribution to positive change at ASA - Dix					
b. Nominee's industry, application, initiative & resourcefulness resulted in measurable, significant work achievement and contribution to ASA - Dix Mission Accomplishment					
c. Evidence that nominee held in esteem by peers, subordinates and superiors. Please attaché any relevant documentation.					
d. How the nominee motivated/inspired other ASA - Dix personnel to improve, increase or expand their work performance.					
e. The nominee's efforts to further Army values.					
f. Overall impression of candidate					
h. Total Points Awarded Based on Packet Content					
5. Remarks (list comments in space provided). Comments should include statement of recommendation or non-recommendation and reasons why.					
<p>* Board members will not share comments or scores with anyone. Provide all evaluation packets and score sheets to the panel chief immediately after session.</p>					
6. Name, Grade, and Signature of Board Member:					Date: